

Guidelines for Members

PRESTON PARK



Introduction

u3a is a national self-help organisation for people no longer in full-time employment. It enables the members of individual u3as to share learning experiences and mutual interests in an informal and friendly way, keeping active physically, socially and mentally.

Preston Park u3a was formed in November 2007 with the aim of providing the learning activities that you, its members, want. Its aim is to help you to refresh old skills, find and learn new skills and interests and at the same time make new friends. We are committed to making sure that the u3a is as inclusive and welcoming as possible, in line with our [Equality, Diversity and Inclusion Policy](#).

There is a wide and varied mix of Interest Groups, all thanks to the time and commitment of our Group Leaders who organise them. Group Leaders are volunteers from our own membership who are happy to share their interests, knowledge and experiences with you. The u3a movement is successful because of the voluntary efforts of its members.

Your Membership and Membership Card

1. Your membership entitles you to:
 - Receive emails linking to our [Updates](#) of news and information about our activities and forthcoming events. Members who do not have an email address receive a hard copy.
 - Attend our monthly general meetings, which are usually held at 2.15pm on the first Thursday of the month in Knoyle Hall, Knoyle Road, behind St John's church. Details and information on guest speakers are on our website and in the [Updates](#).
 - Receive u3a Matters magazines issued five times a year by the u3a's national body by post, if you informed the Membership Secretary that you wished to receive them.
 - Sign up for our Interest Groups and other visits and events, where spaces are available.
2. Your membership obligations are to abide by these guidelines, by our [Member Code of Conduct](#) and by our [Constitution](#), which can be found on our website. Please have a look at them!
3. You may be asked to produce your membership card at Monthly General Meetings. Group Leaders may also ask to check your card at Interest Group meetings. This is just to confirm that your membership is up to date and has not lapsed.
4. Please fill in the reverse of your annual membership card with details of any significant health issues and emergency contact details, and then keep your card on or with you at meetings and activities. This information will only be used in the event of any accident or illness during a u3a activity or meeting.
5. You will be sent a renewal notification in November as your membership expires each year on 31st December. Please renew your membership promptly by paying your subscription. Details of how to pay into our membership account will be included in your renewal notification and are on our

website ([Bank Transfer Membership Fees](#)). If you haven't renewed by 31st January, the Committee has the right to terminate your membership.

6. If you change any of your personal details including address, phone number(s) or email address please notify the Membership Secretary and the Group Leaders of the Interest Groups to which you belong as soon as possible. You can message them via the [Contact](#) page of our website.

Support for New Members

7. New members may contact the New Member's Friend with any queries they may have. Contact details are on the [Contact](#) page of our website.
8. New members will be invited to attend a New Members' Tea or other event. You will meet our New Members' Friend, Committee members and other new members and have the opportunity to ask any questions about our u3a.
9. At our monthly general meetings please also inform Committee members at the arrival desk if you are a new member. You will be given a warm welcome.

Joining our Interest Groups

10. Preston Park u3a Interest Groups are for Preston Park u3a (PP u3a) members only. Non-members cannot join or sign up to a group until their membership has been processed.
11. If you are interested in joining a Group, please contact the Group Leader via the link on the relevant Interest Group page from the [Groups](#) page on our website. If you are unable to use our website, please ask the New Members' Friend or a Committee member to make contact with the Group Leader on your behalf.
12. Groups may be limited in size, particularly those that meet in members' homes, and are sometimes unable to accommodate more members immediately. It is an indicator of our success that few of our Groups are short of members and that group membership tends to remain stable.
13. If the Group is full your name may be put on the waiting list on our Beacon computer membership system. When a place becomes available it will be offered to the first person on the waiting list.

Setting up additional Groups

14. If there are a number of members waiting to join a group, it may be possible to establish an additional Group providing someone is willing to help with the organisation and become a Group Leader. Our present list of Interest Groups has several examples of extra Groups that have been set up to meet demand.
15. If you are interested in organising a new Group or have a suggestion for a new Group, please contact an Interest Groups Co-ordinator or any Committee Member, at a meeting or via the [Contact](#) page on our website. You do not need to be an expert on the subject. An Interest Groups Co-ordinator will provide guidance and support for an initial period.

Apologies if you are unable to attend a Group meeting

16. If you cannot attend an Interest Group meeting it is important that you inform the Group Leader as soon as possible. If you miss two consecutive meetings without a prior explanation or subsequent apology, the Group Leader may, once a warning has been given, assume you have left the group.

Visits, holidays and events

17. Visits, holidays and events which are open to all members will be first publicised on PP u3a's website or in our Updates. Places are offered on a first come first served basis. Once you have booked and paid, a refund cannot be guaranteed.

Booking conditions for visits and events

18. There are specific booking conditions for u3a Heritage Visiting Group visits and PP u3a Holidays. Other Groups that arrange visits may apply the standard Booking Conditions on our website. A completed booking form, if required and payment must be received by the Group Leader by the due date. Once made, a refund of any payment cannot be guaranteed.

Group Activity Fees

19. Some Groups pay a Tutor and/or to hire a venue, for example, to learn and practise yoga in a church hall. These costs will be shared equally amongst the Group members for each course of classes or meetings, to recoup the costs.

20. The venue and Tutor costs have to be paid no matter how many Group members attend each class/meeting. Therefore there is no allowance for members' holidays or other absences, so no reduction in fees will be given if you do not attend classes/meetings you have signed up to.

21. The cost of any miscellaneous expenses, such as photocopying or equipment hire, will also be shared between the Group's members.

22. Members may have one free 'taster' session before they join a Group.

Paying Group Activity Fees and for Visits and Events

23. Where possible payments for classes, courses, events and visits should be made by bank transfer into our social activities account (Bank Transfer Payments - Other Costs) using:

- Sort Code – 20-12-75
- Account Number - 60860212
- Account Name - PRESTON PK U3A NO2
- A reference which will enable the Treasurer to identify what the payment is for, e.g. Pilates or Yoga.

NB This is not the same account number as the one to pay membership fees.

24. Please make separate payments for different classes or events using different references.

25. If paying by cheque for courses, events and visits, make the cheque payable to "**Preston Park u3a no. 2 a/c**". Please write the event name and your name(s) on the back of the cheque. Please provide separate cheques for different events and pass them to the appropriate Group Leader. Cash is not accepted.

Refreshments costs

26. When members meet in the Group Leader's or another member's home, the host may ask them to pay up to £1 each to cover minor costs such as tea or coffee and biscuits. Refreshments are also available at some other venues for a small fee. Please pay by cash.

General Monthly Meetings Charge

27. All members are invited to our monthly general meetings in Knoyle Hall, Knoyle Road, generally held at 2.15pm on the first Thursday of the month. These meetings usually have a guest speaker followed by light refreshments. A charge, currently £1.50, is made to each member who attends to cover the cost of hall hire, the speaker and refreshments. Please bring £1.50 in cash to these meetings.

Health and Safety

28. Preston Park u3a aims to provide and maintain safe and healthy conditions for all our members and Groups. Please see our [Health and Safety Policy](#) to help keep yourself and other members safe. This includes responding to accidents/incidents and dealing with emergencies, first aiders, lone volunteering, manual handling and evacuation of venues.
29. Some Groups, such as the Strollers and Striders Walking Groups, have additional Health and Safety guidelines and information, available to view on their Group webpage of our website.

Insurance Cover

30. Preston Park u3a is covered by the third party liability insurance provided by The Third Age Trust. However, this does not cover injury to our members or theft / loss / damage to property. Extreme sports and high hazard activities may also not be covered. Information on our insurance cover is on the [Links](#) page of our website.

Bullying and harassment policy

31. Preston Park u3a will not accept any type of bullying or harassment in any of its activities or relationships and recognises that it is the impact of the unacceptable behaviour which is important and not the intent. If you have concerns about bullying or harassment you should:
- Approach the person and request the unacceptable behaviour stops if you feel able to do so. In some circumstances they may not be aware that their behaviour is upsetting to you.
 - Where appropriate, enlist the help of a friend, the Group Leader, another member or member of the Committee to assist in approaching them or speak confidentially to them on your behalf.
 - Report serious or repeated instances to the Chair (who may be contacted via the Contact page of our website: <https://prestonpark.u3asite.uk/contact/>).

Allegations of bullying or harassment will be dealt with in line with our [Disciplinary Procedure](#) and allegations of discriminatory behaviour or harassment will have regard to our [Equality, Diversity and Inclusion Policy](#). Proven sexual or racial abuse, discrimination, harassment, bullying and dangerous or violent behaviour are examples of gross misconduct which may lead to the perpetrator being given a final warning or being asked to leave the u3a.

Complaints

32. In any organisation, complaints will occur from time to time and it is important that members know where to turn for help, advice and support so that, whatever the issue, it can be dealt with quickly, objectively and appropriately. We hope you will have no reason to complain, but if you do please refer to the [Complaints Procedure](#) on our website.

Documents with names underlined are also available on our website: <https://prestonpark.u3asite.uk>

In the first instance, complaints should be directed towards the Committee of the u3a. Depending on the nature and source of the complaint, the Committee will make a decision as to how best to approach reaching a resolution.

Safeguarding

33. We also have a [Safeguarding Policy and Procedure](#) that explains what to do or who to speak to if members have a concern relating to the welfare or wellbeing of an adult. It applies to all individuals involved in Preston Park u3a, including the Committee, Group Leaders and to all concerns about the safety and wellbeing of members taking part in u3a activities and in the wider community.

Membership Information and Security (Data Protection)

34. As a registered charity, Preston Park u3a is subject to Data Protection legislation and must keep members' personal information, including addresses and email addresses, private. We keep our membership and Group membership records on a Beacon computer system specially designed for u3as, which is password protected so keeps information securely. Any communications outside Beacon must protect members' personal data unless those members agree they can be shared.
35. By ticking a box on your membership application form you give us permission to use your contact details and any other information you have supplied to communicate with you about Third Age Trust and other u3a related events and activities and events and activities provided by other charitable, non-profit or educational organisations. If you do not consent to your data being used for membership purposes we will be unable to contact you in any way.
36. You may communicate with other members however you jointly decide. However, to comply with Data Protection law, all members keeping any list of u3a membership or of interest group membership outside Beacon must ensure they comply with our [Data Protection Policy](#) and [Privacy Notice](#), both available on our website.
37. Groups may use private social media platforms such as WhatsApp for communication between group members on the understanding that:
- Members' permission is received before including them on the platform. Verbal permission will suffice and it is not necessary to retain a record of the permission.
 - Members' permission is sought before their inclusion in any photographs posted on the platform. It is acceptable to ask anyone who does not want their photo posted on social media or on u3a communications to step out of the photo.
 - Bullying or harassment, including unwelcome remarks, is unacceptable behaviour on social media and is subject to our bullying and harassment policy.

How Preston Park u3a is run and your role as a member

38. PP u3a is a registered charity (registration number 1162594) whose aims are the education of older people and those who are retired from full time work by all means, including associated activities conducive to learning and personal development. Each u3a is free to organise itself and engage in activities which reflect the interests and needs of its membership, within the overall framework of its constitution and the u3a movement's aims and guiding principles.

39. We have a voluntary Executive Committee who meet monthly to deal with necessary business and to oversee the organisation of activities on members' behalf. The membership of this year's Committee can be found on the [Contact](#) page of our website.
40. All Committee Members are elected or re-elected every year by PP u3a members at the Annual General Meeting, usually held in December. They can only serve for three years in any one role except for the Treasurer who can serve for six years. We therefore encourage all members to consider joining the Committee if they have relevant skills and a willingness to participate. Please speak to any Committee Member if you might be interested.
41. All PP u3a members have one vote at Annual and Special General Meetings, including to elect the Committee, and are sent 21 days' notice of these meetings and the business to be conducted.
42. Membership of PP u3a obliges you, its members, to abide by these guidelines, by our [Member Code of Conduct](#) and by our [Constitution](#) which can be found on our website. Please have a look at them!